



Virginia Chesapeake Bay Preservation Act Support 2019 REQUEST FOR APPLICATIONS (RFA)

Sub-recipient grants to be awarded from the federal EPA Chesapeake Bay Implementation Grant for Virginia.

Issuing Agency:

Virginia Department of Environmental Quality
Water Planning Division
1111 East Main St., Suite 1400
Richmond, VA 23219
RFA Email: baygrant@deq.virginia.gov

RFA and Grant Awards Timeline:

March 4, 2019: Issue request for applications
April 12, 2019: Deadline for submitting applications
April 26, 2019: Target date for CBPA project award decisions and announcements
May 1, 2019: Project start date
April 30, 2020: Target completion date for all project awards

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*Any updates or revisions needed subsequent to issuing the RFA will be indicated by an issuance date.

A. PURPOSE

The purpose of this Request for Applications (RFA) is to solicit project applications from counties, cities, towns, planning district commissions, and soil and water conservation districts in Tidewater Virginia for Soil & Water Quality Conservation Assessments on active agricultural lands and for septic tank pump-out cost assistance to low and moderate income individuals.

The outcome from the proposed activity should reduce non-point source pollution into the Chesapeake Bay through the implementation of Soil & Water Quality Conservation Assessment Plans, as well as septic tank pump-out requirements.

For a complete list of eligible activities, please see Section C.

Applications received in response to this RFA will be considered for funding for a one (1)-year grant beginning May 1, 2019 and ending no later than April 30, 2020. Funding will be awarded to eligible organizations through a competitive negotiation process that evaluates the potential of each organization and project to effectively achieve the desired outcomes.

Linkage to EPA 2018 – 2022 Strategic Plan:

Goal 1- Core Mission - Objective 1.2: Provide for Clean and Safe Water

Linkage to 2014 Chesapeake Bay Watershed Agreement Goals and Outcomes:

Water Quality Goal – 2025 WIP Outcome

Linkage to Virginia's Phase II WIP

Section 5. Agriculture (page 18)

5.1 Phase II Strategies

5.1.2 Phase II Local Strategies (page 20)

5.2 Contingencies (page 20)

Section 6. Urban/Suburban Strategies

6.1 Updated Phase I Strategies

6.1.1 Impacts to Phase I Strategies

Statewide Stormwater Management Regulations (page 22, 27)

Section 7. Onsite Wastewater

7.1.1 Impacts to Phase I Strategies (page 30)

7.1.2 Phase II Local Strategies (page 31)

B. ELIGIBLE APPLICANTS

- Counties, cities and towns in Tidewater Virginia, as defined in § 62.1-44.15:68 Code of Virginia, that are required to implement the Chesapeake Bay Preservation Act (CBPA);
- Planning district commissions located within Tidewater Virginia; and
- Soil and water conservation districts located within Tidewater Virginia.

Partnerships between the eligible applicants are strongly encouraged.

C. ELIGIBLE ACTIVITIES

1. Soil & Water Quality Conservation Assessments on agricultural lands.

Grant funds may be used for the development of programs to conduct Soil & Water Quality Conservation Assessments (Conservation Assessments) on land upon which agricultural activities are being conducted within locally designated Chesapeake Bay Preservation Areas, as required by 9VAC25-830-130.8 of the Chesapeake Bay Preservation Area Designation & Management Regulations (Regulations). Specific activities eligible for these funds include the development of Conservation Assessments by a public or private individual or entity, inclusive of Soil and Water Conservation Districts (SWCDs), and the review of Conservation Assessments by the local SWCD staff. Project deliverables must include copies of completed Conservation Assessment or Conservation Plan documents.

2. Septic Tank Pump-Out Assistance for Low to Moderate Income Individuals.

Grant funds may be used for the development of programs to ensure septic tanks are pumped within locally designated Chesapeake Bay Preservation Areas, as required by 9VAC25-830-130.7 of the Regulations. Specific activities eligible for these funds include development of educational materials to promote septic tank pump-outs, mailings to homeowners to remind them of the requirement to pump out their septic tanks, and providing financial assistance to low-to-moderate income homeowners within Chesapeake Bay Preservation Areas for septic tank pump-outs.

The Grantee must develop and implement an income verification process to confirm the low-to-moderate income status of individuals seeking financial assistance. There is no cost share requirement for the pump outs. Limited funding may also be requested to cover other direct costs associated with program implementation (i.e., determination of eligibility, processing payments to vendors, etc.). Project deliverables must include reporting the number of tanks pumped through DEQ's BMP Warehouse.

D. ACTIVITIES NOT ELIGIBLE FOR FUNDING

Activities that are not eligible and will not be supported with this funding include:

- Lobbying. Grant funds may not be used for litigation against Virginia or the United States, or for participating in various forms of lobbying. The Grantee must certify that they are compliant with New Restrictions on Lobbying of 2 CFR Part 220.450.
- Indirect Costs, agency operating expenses for purposes of replacing or otherwise reducing any general, non-general, or special funds allocated or appropriated to any state agency unless an approved Negotiated Indirect Cost Rate Agreement with a federal cognizant agency is provided.
- Any activities already planned, underway or accomplished through any other funding, unless the

activity is “above and beyond” those already funded.

- The purchase of food, beverages or refreshments.

E. AVAILABLE FUNDING

Funding in an aggregate amount up to \$100,000 is available to support Chesapeake Bay Preservation Act Program implementation activities in the Virginia Chesapeake Bay Watershed (Bay Watershed). DEQ reserves the right to determine the final grant awards in order to maximize the cost-effectiveness of grant funds and support the maximum number of applicants with priority projects. Accordingly, the amount requested by the applicant/sponsor may not equal the amount of the final grant award.

All expenses will be incurred and paid by the project sponsor prior to submitting a reimbursement request to DEQ for expenses. No advances or pre-payments will be allowable.

F. GRANT AGREEMENT REQUIREMENTS

DEQ will make use of its standard grant agreement and general terms and conditions for federally-funded grant projects to award funding through this request for applications.

Projects sponsors will be required to provide progress reports documenting progress and work products to the assigned DEQ Project Manager. Reporting guidelines and a schedule will be included in the standard grant agreement Scope of Service Reporting section upon award. Reporting is generally required on a quarterly basis and includes: a financial narrative (including personnel time tracking, if applicable) (Attachment A), a financial reporting form/invoice (Attachment B) and a milestone table (Attachment C). Additional data reporting is required as follows:

- The scope of service must include the implementation of Best Management Practices (BMPs). Data regarding their installation and completion must be submitted on a quarterly basis using the BMP Pollution Reduction Tracking Data form (Attachment D) or through the DEQ BMP Warehouse.

Administrative, programmatic and grant project management guidelines for projects awarded funding are available on the [DEQ Nonpoint Source Funding website](#)

G. APPLICATION PACKAGE REQUIREMENTS

The application package for the Chesapeake Bay Preservation Act Support RFA includes two (2) required components (# 1 and # 2); and one (1) additional required component, as applicable (# 3).

APPLICATION PACKAGE DOCUMENTS

All components must be in an electronic format. The Application Narrative and Budget Detail must be in Microsoft Word format.

(1) Application Narrative/Scope of Service(See Section K., Guidelines) - <i>required</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
(2) Budget Detail (See Section L., Guidelines) - <i>required</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
(3) Negotiated Indirect Cost (IC) Rate Agreement from Cognizant Agency – <i>required if recovering IC</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

H. PREPARATION AND SUBMISSION INSTRUCTIONS

In order to be considered for selection, project sponsors must submit their application, to include: all required components (refer to Section G), an Application Narrative/Scope of Service, Budget Detail and Indirect Cost Rate agreement (if applicable). Applications must be submitted electronically via E-mail to the Virginia Department of Environmental Quality **by 11:59 pm on Friday, April 12, 2019**. Incomplete and/or applications not received by the due date and time, will be disqualified.

No additional information submitted by an applicant will be considered in the evaluation.

Email application packages to: baygrant@deq.virginia.gov

Please use the email subject line: “VA Chesapeake Bay Preservation Act Support < insert Applicant name >”

I. DEQ CONTACTS

Please direct general questions regarding the grant application process to the attention of Susan Hale, Chesapeake Bay Grant Administrator at susan.hale@deq.virginia.gov or baygrant@deq.virginia.gov , subject “Chesapeake Bay Preservation Act Support RFA”.

Specific questions regarding Chesapeake Bay Preservation Act (CBPA) activities should be directed to the identified Local Government Assistance Program staff (CBPA locality liaisons) in the DEQ Central Office:

- **Northern Virginia:** Daniel Moore, (804) 698-4520, daniel.moore@deq.virginia.gov
- **No. Neck/Middle Peninsula:** V'lent Lassiter, (804) 698-4030, vlent.lassiter@deq.virginia.gov
- **Central Virginia:** Heather Mackey, (804) 698-4399, heather.mackey@deq.virginia.gov
- **Hampton Roads/E. Shore:** Rachel Hamm, (804) 698-4128, rachel.hamm@deq.virginia.gov

J. EVALUATION CRITERIA AND SELECTION PROCESS

All applications will be evaluated by a Review Team designated by DEQ and scored based upon the evaluation criteria listed below.

DEQ reserves the right to not award all available funding due to quality concerns and to adjust award amounts based on available funding. Payment of awarded funding is contingent upon successful completion of deliverables listed in Section D.

Soil and Water Quality Conservation Assessments on active agricultural lands

Evaluation Criteria	Maximum points
Overall project approach.	20
Demonstrated need for assistance.	20
Cost effectiveness of the project.	20
Applicant qualification and experience with similar activities or programs.	15
The proposed project will advance compliance with 9VAC25-830-130 8 of the CBPA Regulations.	15
Transferability and/or usefulness of project to other localities.	10
Evaluation Criteria Maximum Points	100

Septic Tank Pump Out Assistance for Low-to-Moderate Income Individuals

Evaluation Criteria	Maximum points
Overall project approach.	20
Demonstrated need for assistance.	20
Cost effectiveness of the project.	20
Project demonstrates that funds would go to low- to moderate- income residents.	20
Streams in the locality, other than main-stem Bay tributaries or Bay waters, have been identified by DEQ as “impaired” for bacteria or nutrients.	10
Applicant qualification and experience with similar activities or programs related to Chesapeake Bay restoration implementation programs or projects at the local level.	10
Evaluation Criteria Maximum Points	100

K. APPLICATION NARRATIVE GUIDELINES

Below is an outline that serves as the Application Narrative Guidelines. Please ensure that all aspects of this outline are addressed in the application submission.

1. Applicant Information:

Name of Organization
Mailing Address
Federal ID #
DUNS # plus 4 (Dun & Bradstreet)
Contact Person
Title
Phone Number
Email
Type of Organization (PDC, SWCD, Local Government, etc.)

2. Project Information:

Name of Project
Project Start Date
Project End Date (No later than 4/30/20)
Amount of Funding Requested
If other funding has/is being used toward work related to this project, please describe

3. Project Partners and/or Participating Jurisdictions:

Name of Organization
Role
Contact Person
Funding Allocation
Previous experience successfully completing similar environmental work

4. Scope of Service:

Describe the scope and methodology of the planned work. Detail how the eligible activities listed in Section C will be carried out. Ensure the methodology explains how the deliverables in Section D will be achieved. Explain partner involvement. Include a timeline that links each of the pertinent activities to a date.

5. Products/Outcomes:

List and describe the final outcomes planned. Ensure each of the deliverables from Section D is addressed. Include the reporting and delivery plans for each of the partners and stakeholders involved.

L. BUDGET DETAIL GUIDELINES

Use the following guidelines for determining budget categories for estimated project expenses and provide this detail in an outline or narrative format as part of the required application package. DEQ grant agreements for projects awarded funding will include a Project Financial Report Form, which breaks down the project budget into categories. This form will be provided by DEQ to successful applicants upon execution of a grant award and it is to be used for reimbursement requests according to actual expenses within each of the budget categories.

Personnel: Grant funds for personnel charges should only be for staff within the project sponsor's organization that is directly involved in the project. This category does not include contractual staff. In-kind personnel contributions from project partners may be listed as personnel under the Match funds section of the budget detail. Use the actual annual salary or hourly wage of project staff to determine expenditures and/or match amounts based on the estimated time to be spent working on the project.

Fringe Benefits: In the budget detail, identify the percentage used for fringe benefits, explain the basis for its computation and identify the types of benefits included.

Travel: Mileage traveled and other costs for travel including lodging and meals. Travel reimbursements are for actual costs based on organization policies, and are not to exceed those included in the *Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations*. The current maximum vehicle mileage rate is \$0.58/mile (2019 IRS rate).

Supplies: This category includes tangible property items with a per unit cost value of less than \$5,000. Supplies must be itemized in the budget detail.

Contractual: Contractual costs include subcontracted work to be completed by those other than the project sponsor. This may include design and engineering services, legal contracts, easement surveys, analysis of water samples, etc.

Other Direct: Miscellaneous items. These items must be listed in the budget detail and explained sufficiently to determine if they are reasonable and allowable. Grant funding for food, beverages and refreshments are not allowed.

Indirect: Indirect costs will only be funded if an approved and current Negotiated Indirect Cost Rate Agreement with a federal cognizant agency is submitted with the application package. Indirect charges may also be reported as project Match.

Match: Match is not required however it will be credited toward program accomplishments. If Indirect Costs are reported as project Match, the rate should also be documented in the budget detail.